

**M e m o r a n d u m**

Date: April 8, 2010

To: Human Resources Section

Attention: Commander A. L. Cooney

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.11626.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Human Resources Section was conducted on June 2, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that the California Highway Patrol (CHP) inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on March 9-11, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 317 items (a). The statistically-valid sample at a 95 percent confidence level  $\pm$  5 percent error rate provided a total stratified sample size of 53 items when rounded up to the next whole number (d).

*Safety, Service, and Security*

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
<b>ICU Decals</b>	310	97.79%	50.85	51
<b>Telecommunications</b>	4	1.26%	0.66	1
<b>Fleet</b>	0	0.00%	0.00	0
<b>Weapons</b>	3	0.95%	0.49	1
<b>Total</b>	317			53

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 50 of the 53 items were located. Two items, calculators, were not located, and one other item was transferred to another command. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 18 of the 20 items reconciled. One item was transferred to another command. One item was located at the command, but was not recorded on the command's inventory list and the inventory database showed this item as assigned to another command. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by July 8, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Human Resources Section  
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April 8, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in black ink, appearing to read "M.C.A. Santiago". The signature is fluid and cursive, with the first name "M.C.A." and the last name "Santiago" clearly distinguishable.

M. C. A. SANTIAGO, CIG, CLEA  
Assistant Commissioner

Attachments

cc: Assistant Commissioner, Staff  
Administrative Services Division  
Fiscal Management Section  
Office of Inspections, Audits Unit

# ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL  
OFFICE OF INSPECTIONS, AUDIT UNIT  
PROPERTY INSPECTION DISCREPANCY REPORT  
Human Resources Section (077)  
March 9-11, 2010**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Printer	163801				X		CHP 266, 3-9-10, to 080
Calculator	101831	X					Item not located
Calculator	76396	X					Item not located
Lamination unit	163802				X		CHP 266, 3-9-10, to 080
Fingerprint scanner	XBY050		X				Item found at 077 but inventory records indicate item is at 041

# ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL  
2010 ICU PROPERTY INSPECTION REPORT  
Human Resources Section (077)**

ATTACHMENT B

	ASSET #	DESCRIPTION	SERIAL#	MISC.	SUB-SITE	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>											
1	119274	TRUNK STRENGTH TESTING APPARATUS	500-5	077	0	X					
2	126506	MICROCASSETTE RECORDER		077	0	X					
3	126516	MICROCASSETTE RECORDER		077	0	X					
4	126524	MICROCASSETTE RECORDER		077	0	X					
5	133136	DIGITAL COPIER	XFW07803	077	0	X					
6	148490	PRINTER	CNRXJ63782	077	0	X					
7	154950	PRINTER	CNRXS17686	077	0	X					
8	160691	COMPUTER	MXL8231B4F	077	0	X					
9	160699	COMPUTER	MXL8231B4C	077	0	X					
10	160714	COMPUTER	MXL82319ZR	077	0	X					
11	160737	COMPUTER	MXL8231B2T	077	0	X					
12	163441	RECORDER MICRO-CASSETTE	6003071	077	0	X					
13	163445	RECORDER MICRO-CASSETTE	6003192	077	0	X					
14	163446	RECORDER MICRO-CASSETTE	6002906	077	0	X					
15	163447	RECORDER MICRO-CASSETTE	6002907	077	0	X					
16	163452	RECORDER MICRO-CASSETTE	6003224	077	0	X					
17	163801	PRINTER DUAL SIDED W/USB	143G4269	077	0				X		CHP 266, 3-9-10, to 080
18	95479	FACSIMILE MACHINE P0030H4044	019176	077	0	X					
19	AF02189	COMPUTER VOICE STRESS ANALYZER	12279520081	077	0	X					
20	102357	PRINTER LASERJET 4+ BUNDLE P0044H50E	JPGL108754	077	E	X					
21	126461	MICROCASSETTE RECORDER		077	E	X					
22	126469	MICROCASSETTE RECORDER		077	E	X					
23	126913	MICROCASSETTE RECORDER		077	E	X					

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL  
2010 ICU PROPERTY INSPECTION REPORT  
Human Resources Section (077)**

ATTACHMENT B

	ASSET #	DESCRIPTION	SERIAL#	MISC.	SUB-SITE	Y	N	A	T	C	OTHER
24	126917	MICROCASSETTE RECORDER		077	E	X					
25	126919	MICROCASSETTE RECORDER		077	E	X					
26	154949	PRINTER	CNRXS16911	077	E	X					
27	158392	SCANNER DIGITAL FLATBED	CN856TH16F	077	E	X					
28	160725	COMPUTER	MXL8231B5K	077	E	X					
29	160733	COMPUTER	MXL8231B9Y	077	E	X					
30	160793	COMPUTER	MXL8231B3R	077	E	X					
31	127903	PRINTER	JPBTL04304	077	T	X					
32	143701	PRINTER	CNGXD41926	077	T	X					
33	157241	COMPUTER	MXL7470XBY	077	T	X					
34	157244	COMPUTER	MXL7470XC1	077	T	X					
35	157751	COMPUTER	2UA8060CRL	077	T	X					
36	157792	COMPUTER	MXL80811HC	077	T	X					
37	157890	PRINTER	CNRXG90685	077	T	X					
38	157899	PRINTER	CNRXG90690	077	T	X					
39	157900	PRINTER	CNRXG90686	077	T	X					
40	157901	PRINTER	CNRXS53954	077	T	X					
41	160584	COMPUTER	MXL8231B17	077	T	X					
42	160591	COMPUTER	MXL8231B13	077	T	X					
43	160592	COMPUTER	MXL82319ZN	077	T	X					
44	160602	COMPUTER	MXL8231B95	077	T	X					
45	160614	COMPUTER	MXL8231BBM	077	T	X					
46	160618	COMPUTER	MXL8231B0K	077	T	X					
47	160620	COMPUTER	MXL8231B0L	077	T	X					

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**CALIFORNIA HIGHWAY PATROL**  
**2010 ICU PROPERTY INSPECTION REPORT**  
**Human Resources Section (077)**

**ATTACHMENT B**

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**CALIFORNIA HIGHWAY PATROL  
2010 ICU PROPERTY INSPECTION REPORT  
Human Resources Section (077)**

ATTACHMENT B

	ASSET #	DESCRIPTION	SERIAL#	MISC.	SUB-SITE	Y	N	A	T	C	OTHER
<b>EQUIPMENT TO INVENTORY LIST</b>											
1	133578	SCANNER	EE02605	077	0	X					
2	141282	PRINTER	CNGXB11452	077	0	X					
3	144567	FACSIMILE MACHINE	KAG58508	077	0	X					
4	160722	COMPUTER	MXL8231920	077	0	X					
5	163443	RECORDER MICRO-CASSETTE	6003193	077	0	X					
6	163448	RECORDER MICRO-CASSETTE	6002908	077	0	X					
7	163802	LAMINATION UNIT	143A1578	077	0				X		CHP 266, 3-9-10, to 080
8	164063	COPIER DIGITAL BLACK & WHITE / COLOR		077	0	X					
9	166202	PRINTER	CNCC91N0JH	077	0	X					
10	XBY012	LIVE SCAN/WITH LAPTOP #CH53J41	ID500-001645	077	0	X					
11	126463	MICROCASSETTE RECORDER		077	E	X					
12	141269	PRINTER	JPGGL02726	077	E	X					
13	103775	MACHINE FACSIMILE UF-770 P0030H6034	01970501391	077	T	X					
14	108141	FACSIMILE MACHINE MOD#UF-770 P030H7	01971002091	077	T	X					
15	133011	DIGITAL COPIER	NSN14773	077	T	X					
16	143510	PRINTER	CNGXF12107	077	T	X					
17	146299	PRINTER FARGO DUAL SIDED	A6160100	077	T	X					
18	147108	COMPUTER	2UA63500K9	077	T	X					
19	157904	PRINTER	CNRXS54910	077	T	X					
<b>EQUIPMENT LOCATED ON-SITE, NOT ON LIST</b>											
1	XBY050	FINGERPRINT SCANNER						X			Item found at 077 but inventory records indicate item is at 041

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# ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL**  
**2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT**  
**Human Resources Section (077)**

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	MISC.	SERIAL #		Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>												
1	R70451	Battery Charger - Radio		MM 08-085	077o		X					

**LEGEND**

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# ATTACHMENT D

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# ATTACHMENT E

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Department of California Highway Patrol  
Complete Area Inventory  
077 - Human Resources Section

March 4, 2010

Officer Issued Weapons  
(201) Issued to officerID# Last NameFirst NameSer#Control#Comments

Issued to officer:



Officer Issued Weapons Total:

Area Grand Total:

# SUPPORTING DOCUMENTATION



077-01

FROM: (COMMAND NAME)	LOCATION CODE	PREPARED BY	DATE
Human Resources Section	077	Kathy Olivas	03/09/2010
TO: (COMMAND NAME)	LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
Emergency Operations Section	082		
SHIPPED VIA <input type="checkbox"/> SSU truck <input type="checkbox"/> Other (specify):		DRIVER'S SIGNATURE	

**MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.**

[illegible]

077-02  
PART 1 of 6

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

**Asset Information**

**Asset #** XBY050

**SN** ID500-001260

**Model #** ID500

**Description** LIVE SCAN/WITH LAPTOP #8XZBM31

**Vendor Name** CROSS MATCH TECH

**Warranty End** 26-MAR-2006

**Asset Key** LIVE SCAN/WITH LAPTOP #8XZBM31.ID500.NONE

**Location** 041.00.00.0

**Vehicle #**

**Assigned to Vehicle LC#**

077-02  
PART 2 of

**From:** Faye Howell  
**To:** Kathy Olivas  
**Date:** 3/11/2010 11:21 AM  
**Subject:** Fwd: Live Scanners with Laptops

Kathy,

Joanne is working on other projects at the moment and will not be able to make the changes today. Keep a copy of this email as certification that Oracle will be updated.

-Faye

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>>> Faye Howell 3/10/2010 2:00 PM >>>  
Joanne,

Just to confirm our conversation. In the past Live Scan/Laptops were purchased together and assigned the same number for both pieces of equipment. However, commands are returning the laptops for new ones. In regards to the old purchases, we will update the information in oracle by adding "A" for laptops and "B" for scanners at the end of the CHP # (example: XBY050A Laptop or XBY050B, Scanner). We will also cross reference in the notes section of Oracle the original CHP# (example: Former #XBY050 LiveScan/with Laptop). You identified 51 items (LiveScan/with Laptops) that will need to be updated - XBY001 - XBY051.

Commands are receiving new laptops with new CHP #s. Future laptops and scanners will have separate CHP #s.

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